

Equinox Desktop User Guide (PwC users)

12 Feb 2019



pwc

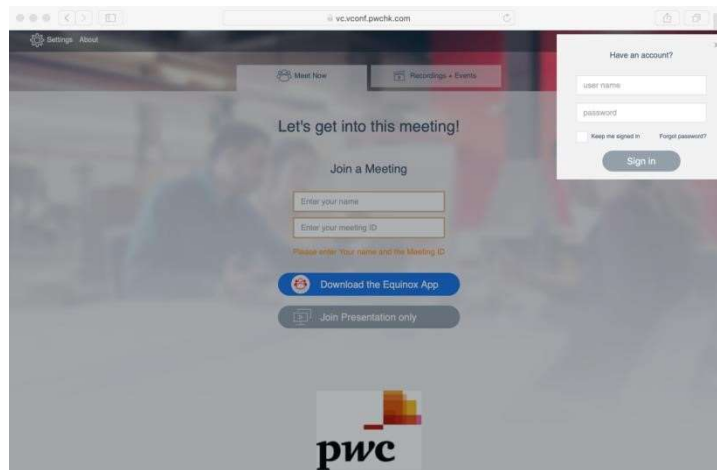
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Join a meeting

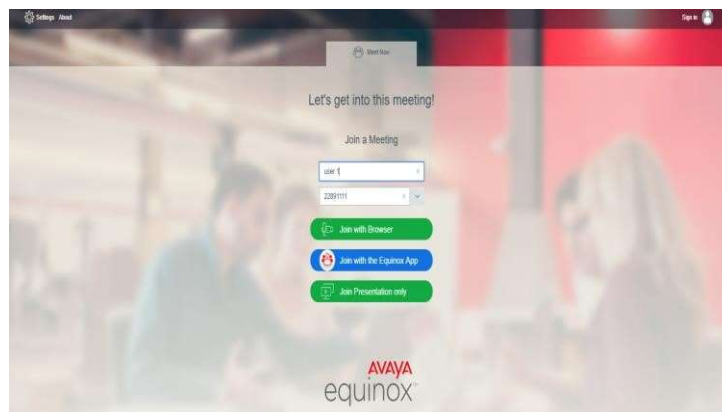
Step 1

Open Safari browser, visit portal <https://vc.pwchk.com/>.



Step 2

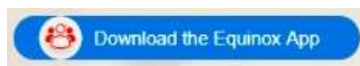
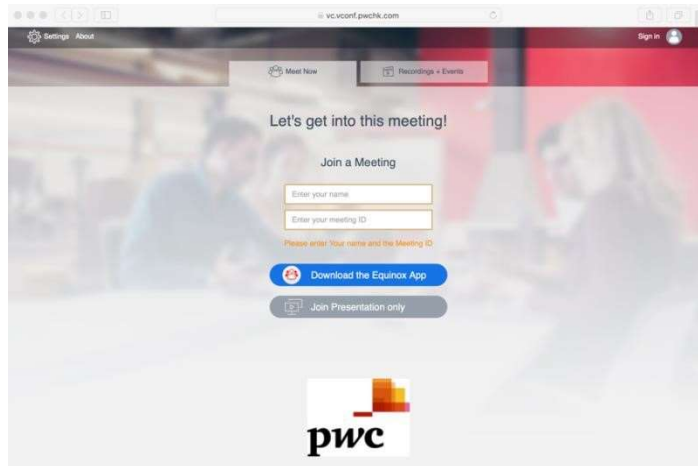
1. Input the meeting ID and click into <Join with the Equinox App> button  to join.



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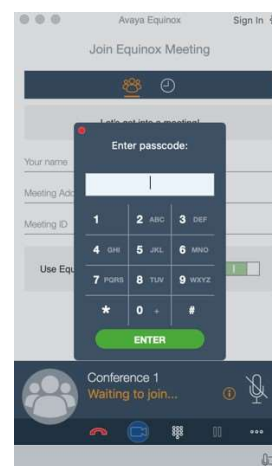
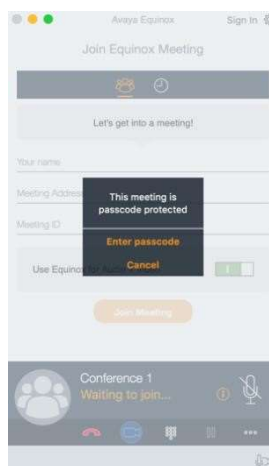
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2. If it is the first time to use Equinox App, click <Download the Equinox App>. For details, please refer to APPENDIX B.

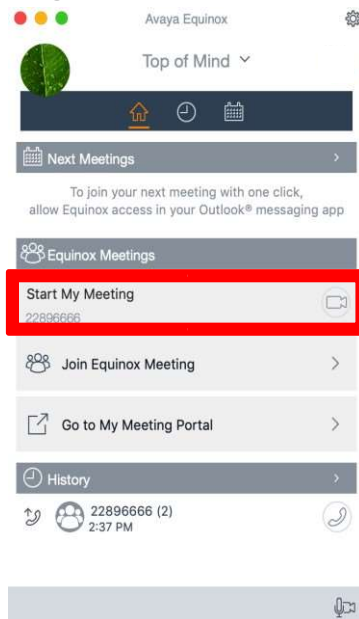


Step 3

If you have Equinox Client installed, you should be able to select <Join with the Equinox App> button. Equinox Client will be started automatically. Enter meeting PIN to join meeting (If the meeting required meeting PIN).

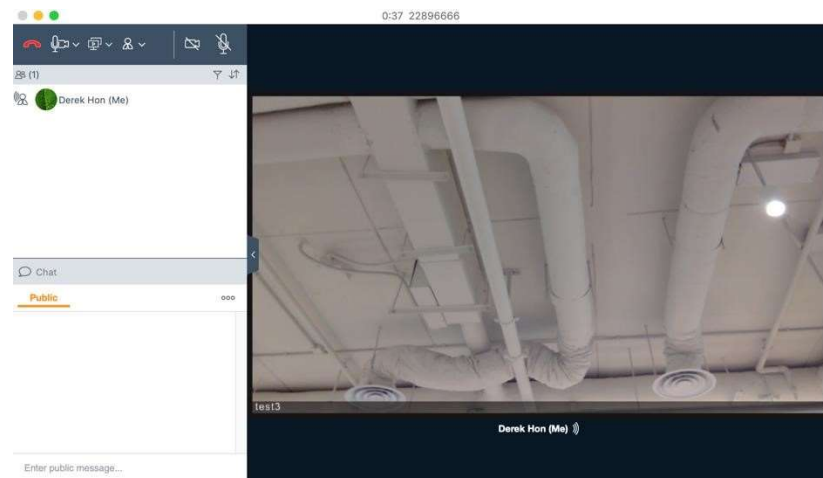


Or you can start your own Virtual Room by <Start My Meeting> button.



Step 4

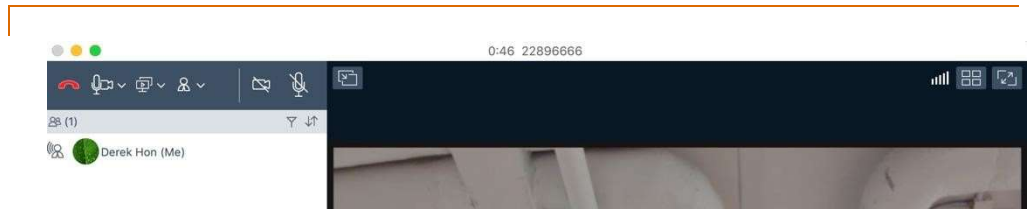
Successfully join the meeting.











Step 5

During the meeting, you can mute/ unmute your microphone, speaker or turn off/ on your webcam.






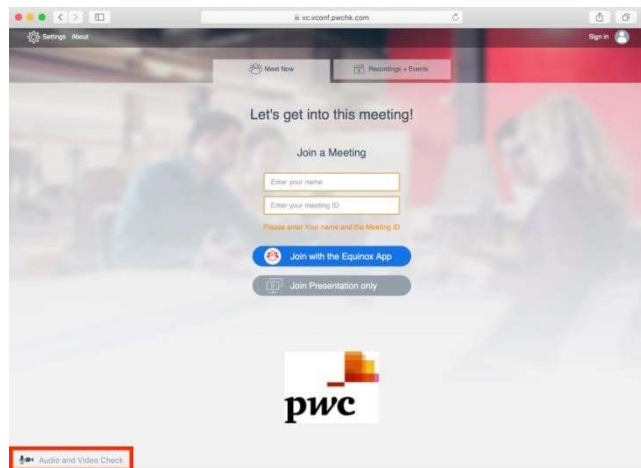
1.	 	Click to turn on or off your microphone.
2.	   >	Click to turn on or off your speaker.
3.	 	Click to stop or start your webcam.
4.		Click to leave or terminate the meeting.

Change Audio & Video settings



You are recommended to tune the audio and/or video device settings prior to the meeting. This ensures the best quality of your meeting when using the audio and/or video devices.

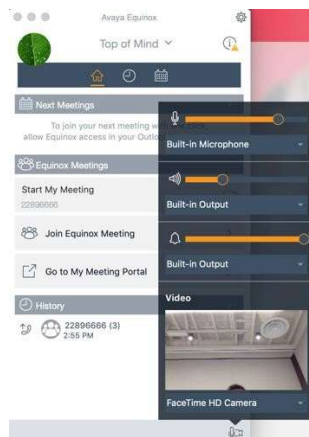
Step 1

Click  icon and click Adjust audio and video devices.



Step 2.

Go to  icon adjust volume of **Record** device (microphone) and Go to  icon adjust volume of **Playback** device (speaker). Also able to preview your camera.



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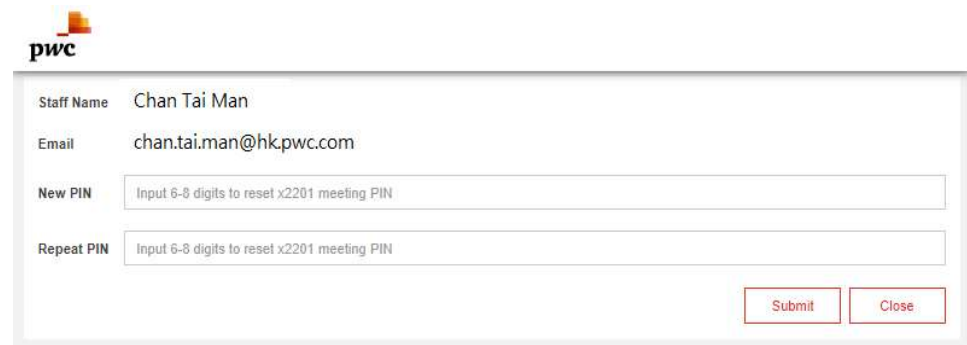
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Change PIN for your Virtual Room

Step 1

Open Safari browser, visit portal

<https://apphkd470.digitalmaker.asia.pwcinternal.com/pwccnhk/vconfpinchanger/vForm/vConfPin/Add/>



The screenshot shows a web form with the PwC logo at the top left. The form contains the following fields and buttons:

- Staff Name: Chan Tai Man
- Email: chan.tai.man@hk.pwc.com
- New PIN: Input 6-8 digits to reset x2201 meeting PIN
- Repeat PIN: Input 6-8 digits to reset x2201 meeting PIN
- Submit button
- Close button

Step 2

Input New PIN in twice and submit to take effect.



The screenshot shows a message box with the following content:

- Info
- Update new PIN in success (chan001)
- OK button

Message box popup in success

Appendix A – Join a Meeting via Chrome and Firefox Browser

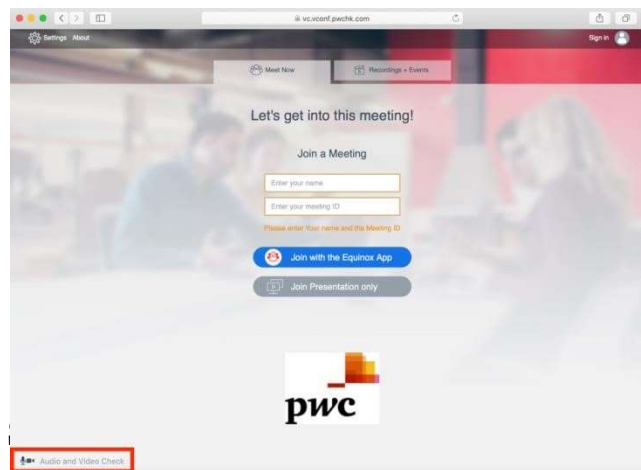
In case Equinox Client is not working. You may join a meeting via Web Portal.

(For Chrome and Firefox browser only)

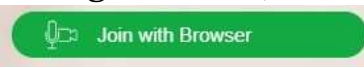
Step 1

Use Chrome and Firefox browser to visit portal

<https://vc.pwchk.com/>



Input meeting ID. Then, choose <Join with Browser>

button. 

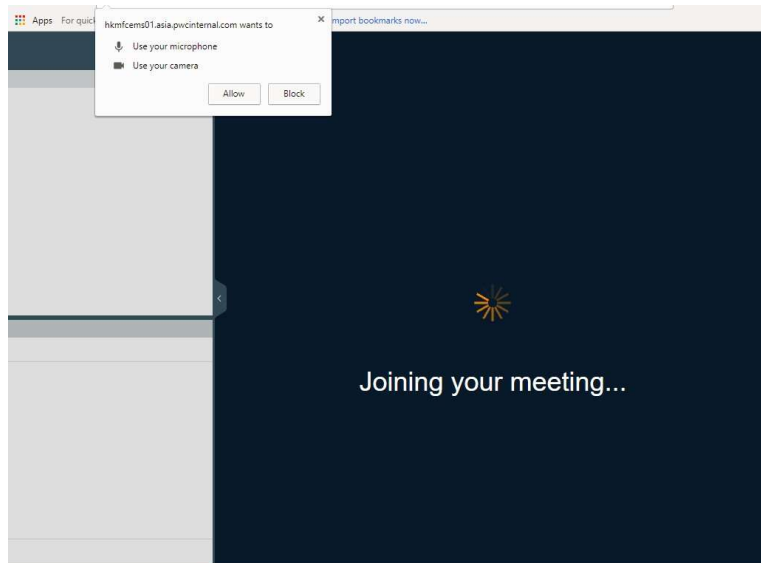
Step 2

Browser will request Microphone and Webcam permission. Please click <Allow>.



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Step 4

Enter meeting PIN to join the meeting.

This is a protected meeting, please enter the Meeting PIN. ×

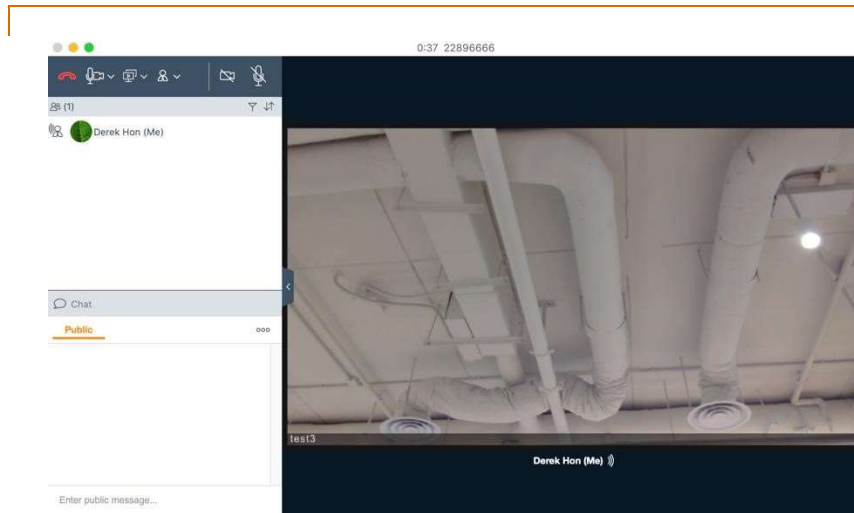
Meeting PIN

1	2 abc	3 def
4 ghi	5 jkl	6 mno
7 pqrs	8 tuv	9 wxyz
*	.	0 + #

Enter

Step 5

Successfully join the meeting.



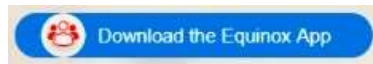
Step 6

During the meeting, you can mute/ unmute your microphone, speaker or turn off/ on your webcam.

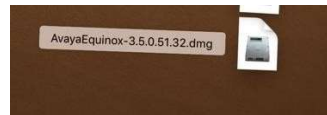
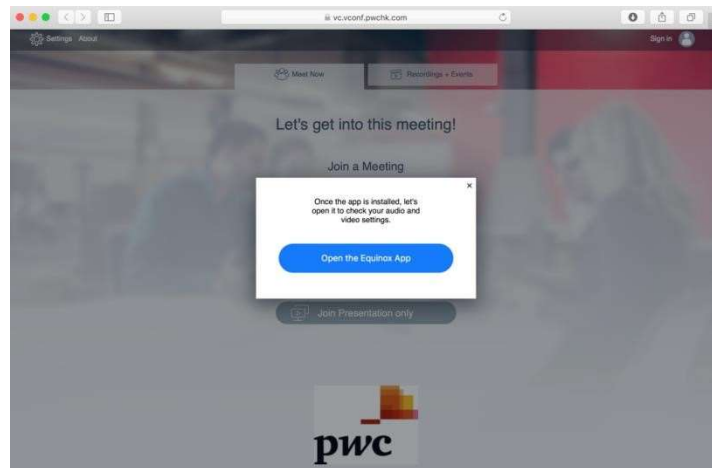
Appendix B – Installation Steps of Equinox App

Step 1

Click download and install Equinox application.



Download and double click the Avaya Equinox Setup.



Step 2

Click <Install>

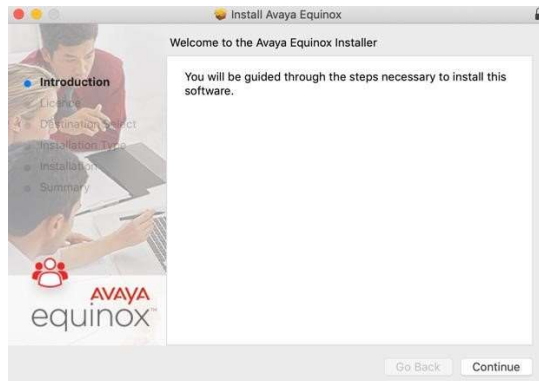


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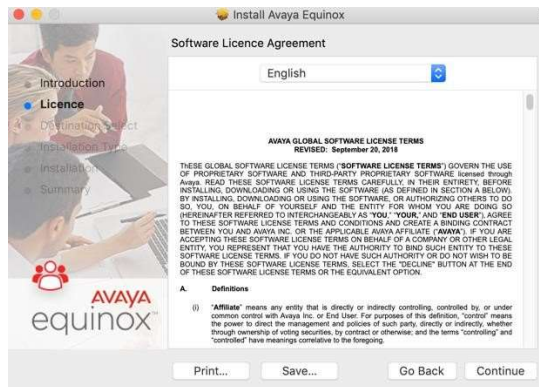
Step 3

Click <Continue>.



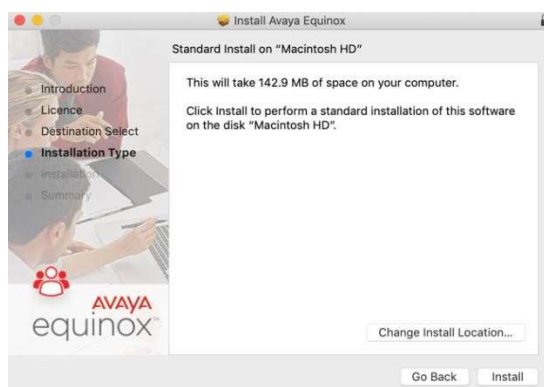
Step 4

Select <Continue>.



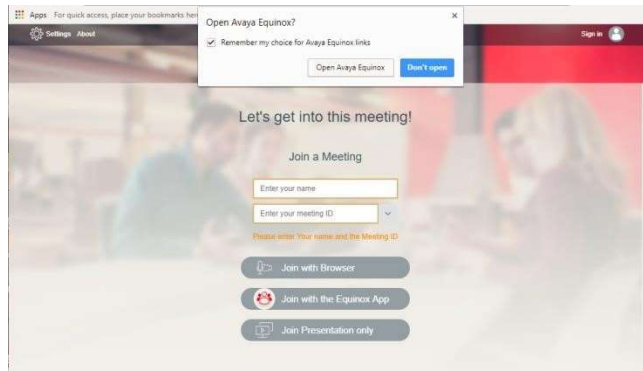
Step 5

Click <Install>.



Step 6

Select “Remember my choice for Avaya Equinox links” then click <Open Avaya Equinox>.



Go back to Section 1.1 > **Step2** to continue joining meeting (Page 3).